

THE MAGNET

ENCOMPASS Newsletter

Issue 13

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ENCOMPASS Implementation

Update

Based on the feedback we have received from many of the agencies, we are adding an additional 60 days of testing to ensure that the business of State government will not be interrupted because of this conversion. The ENCOMPASS Project Team has secured additional resources to assist agencies in preparation for go-live. The Accounting/Operational Support (SWAT) team will assist the agencies with both pre- and post-support implementation tasks; serve as liaisons to the ENCOMPASS Project Team; allow the ENCOMPASS Project Team to be more responsive to agency concerns and issues; and provide support to agencies that will include knowledge transfer from the implementation team directly to agency end users. Below is the revised timeline.

December 31: Agencies submit completed Agency Implementation Plans

January 2: Implement ENCOMPASS (Mock Production Environment instead of the Production Environment)

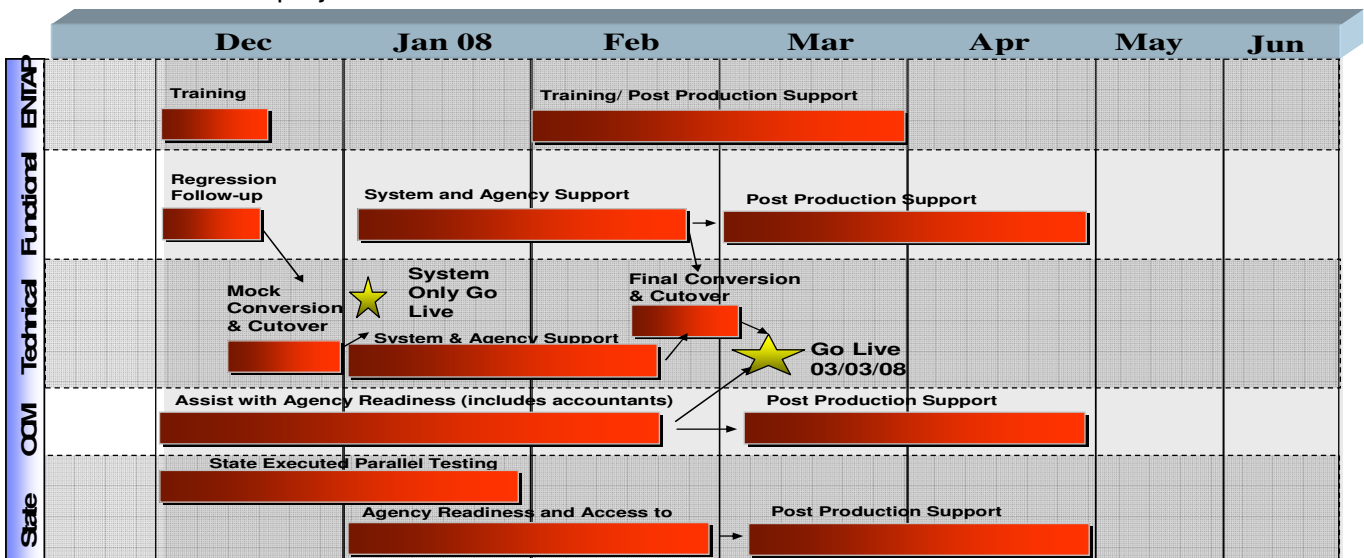
January 2 – February 22: Agencies test the system in the Sandbox Environment and execute Agency Implementation Plan activities, i.e., completing reconciliation, core/project mapping, and file format updates

March 3: New ENCOMPASS Go Live Date

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Below is the revised project schedule:



Agency Implementation Plan

Top Five Action Items

On June 14, 2007, the ENCOMPASS Project Team held a meeting in which each CFO was provided an Agency "Top Ten" Action Items list. We have consolidated the list into the **"Top Five"** action items that we need agencies to complete in preparation for ENCOMPASS go-live. This list has been consolidated into the Agency Implementation Plan that agencies need to complete in preparation for ENCOMPASS go-live. We need your commitment in completing this plan. Your readiness essential to a successful go live. The Plan should include your schedule for:

- Reconciling balances between AOS and PS
- Making updates to File Formats
- Completing COA mapping
- Registering staff for training
- Incorporating ENCOMPASS changes into your business processes
- Entering AOS POs / Closing old PS POs
- Assigning internal control roles
- Entering AOS Assets

A template has been posted on the ENCOMPASS website. You must incorporate dates no later than the dates listed for each task. Please e-mail the completed Plan by Monday, December 31 to ENCOMPASS@sba.in.gov.

Updated Schedule

Balancing and Reconciliation

The table located below lists the balancing and reconciliation schedule. The General Ledger accounting period closed on November 19 for the month of October. Agencies should have reconciled FY08 financial transactions in PeopleSoft to the financial transactions maintained by AOS (financial objects 1, 4, and 5, purchase orders, and assets). If you have any questions regarding how to reconcile, please see the Balancing and Reconciliation Handbook located on the ENCOMPASS website for detailed instruction.

FY 2008 Accounting Period	Month	Balancing Reconciliation Completion Date	General Ledger Accounting Period Close Date
5	November	December 12, 2007	December 17, 2007
6	December	January 9, 2008	January 14, 2008
7	January	February 8, 2008	February 13, 2008
8	February	February 21, 2008	February 22, 2008

Chart of Accounts

The chart of accounts deadline for completing core and project chartfield mapping was extended to **January 15, 2008**. Chartfield combinations that were not mapped will be mapped to a default conversion chartfield. The current draft of the new core chartfield values is posted on the ENCOMPASS website in the Chart of Accounts folder. The revised core new chartfield values will be posted the week of 12/10/07.

Reports/Forms

What Happens to Alchemy?

ALCHEMY WILL BE HERE WITH ENCOMPASS!

Most agencies have asked the question, will there still be Alchemy reports? The answer is YES! Currently there are a number of reports in the training environment and additional reports will be available on January 2, 2008. All reports will have the same name as before including the eight digit acronym.

All reports will reflect the new accounting structure. The warrant distribution reports will show interest as well as the payments. The ENCOMPASS team has been working on reports since last February. All the current reports were divided into groups, AP, GL, REV, etc., and committees were formed with members of the team and experts in their field from different agencies. Months were spent having meetings and developing forms useful to do business using the current format in many cases and incorporating the new financials.

If you are an agency not on PeopleSoft, then you will have to use the forms found on the AOS website. These forms and training on using them for process will be handles by AOS. For information you can call Mary Reilly, AP Supervisor at 233-5763 or e-mail mreilly@auditor.in.gov.

All agencies on ENCOMPASS will use the forms as generated in the system. You will receive training on the forms along with processing for payments in December.

Any questions after training can be addressed to the ENCOMPASS email address (ENCOMPASS@sba.in.gov).

SDOs

How Will These be Processed In ENCOMPASS?

Business Units (BUs) will continue the current SDO process with one exception. BUs will no longer need to identify vendors and payments that are 1099 reportable. 1099 information will be generated in ENCOMPASS using the combination of vendor and fund (currently object). SDO will be the only process where you will create a pay cycle.

Please continue to work on closing your SDO accounts and /or decreasing your single dollar purchase limit and your total SDO dollar. Remember the following:

- Use of SDO for travel still needs receipts and IDOA travel rules still apply;
- Do not use for items on QPA;
- Do not use for Pen Products;
- Do not use for printing over \$500;
- Do not use for items or services procured on a PO or contract;
- Do not use for advanced payments, except as authorized by IC4-13-2-20(a) and (b); and
- Do not use for items that could be more economically or effectively procured by use of competitive bid.

What will be different is the reimbursement for expenditures with the AOS. You will select items for reimbursement through ENCOMPASS, and this will generate a printed SDO Reimbursement form called a SDO Transmittal. The form will combine SF 11649, SDO Reimbursement Voucher and SF105, SDO Itemization. This is a system generated form and will be used by all Business Units on ENCOMPASS. Business Units not on ENCOMPASS will continue to use the manual forms which can be found on the AOS website. Any training or questions can be addressed to Mary Reilly, AP Supervisor at 233-5763 or e-mail mreilly@auditor.in.gov.

Purchase Order Reconciliation

Important Information Regarding Prior Year Purchase Orders (POs)

The ENCOMPASS Project Team has encountered many questions about the status of purchase orders in PeopleSoft. Please note that everything entered through ePro will be encumbered by the Auditor of State. It is critical that all prior year purchase orders be closed unless they are active.

The list below is intended to assist in clarifying purchase orders:

- 1) All purchase orders currently issued through ePro, but not encumbered by the Auditor will automatically be picked up as an encumbrance on March 3rd when they are live on ENCOMPASS. Nothing else needs to happen with those POs except to make sure the open amount (PO balance) is correct. These would be purchase orders issued within your agency delegation to procure.
- 2) All purchase orders currently issued through ePro and encumbered at the Auditor's office should reflect the same dollar balance.
- 3) Under ENCOMPASS, all new purchases will be encumbered when they go through the Requisition/Purchase Order process.
- 4) If for some reason your agency has purchase orders encumbered at the Auditor of State and they are not in PeopleSoft, the balance on the PO must be entered into PeopleSoft prior to February 1st so that the systems match for the upgrade.
- 5) Please be sure you have completed your purchase order reconciliation. Some agencies have indicated that they sometimes process a claim voucher (AP) payment, but do not tie it to the ePro purchase order that was within their delegation to approve and dispatch. If you have not made the system comparisons and closed all of those purchase orders, your balance of funds in the accounts will be encumbered at go-live. Clean up of those purchase orders needs to occur before February 1st so that your agency funds are not depleted by purchase orders that should have been closed.
- 6) PEN Products purchase orders should not be forwarded to IDOA for encumbrance. When the AOS goes live, they will become encumbered POs.

ID Bills on ENCOMPASS

Process has Been Finalized

The ENCOMPASS Project Team has finalized the process for agencies to receive ID bills and payroll under ENCOMPASS and is now ready to collect the chartfield strings you wish to use to receive these transactions (template is on the ENCOMPASS website). Agencies will supply a default chartfield string for ID Bills to be charged to their Business Unit.

When ID bills are sent to an agency, budget checking errors will be overridden by budget analysts to allow the expenses to post. If an agency then wishes to allocate the ID Bill costs among multiple chartfield values other than the default ID Bill chartfield string, this should be done by the agency through GL journal vouchers.

Note: This ID Bill process is for standing reoccurring monthly charges such as the ID Bills currently sent by IOT, IDOA and State Personnel.

File Format Testing

High Volume and Voucher Build File Formats

The ENCOMPASS Project Team has established the FSAOSSND Sandbox, which is an ENCOMPASS configured environment that agencies can use to continue practicing the exercises that were taught during the ENTAP training, and test High-Volume and Voucher Build interface files.

ENCOMPASS will use new common file formats to transmit and process payment data at AOS (High-Volume and Voucher Build). The new file formats will utilize the new Chart of Accounts (COA) structure. There will be one transmission standard for all agencies. Each agency will be responsible for making changes to their payment systems to be compliant with the new file formats.

Samples of the High Volume and Voucher Build file formats are posted in the "File Formats" folder on the ENCOMPASS website. Please note that these files can only be run once as the system checks for duplicates. In the case of High-Volume, the file must be brought in on the date encoded in the file.

Once agencies have updated their subsidiary payment systems to the new file formats, agencies should:

1. First, make sure your chartfield mapping is complete and correct (valid with the chartfield mapping rules as communicated during mapping training and follow-up communications).
2. Create a sample test file and send the test file to the ENCOMPASS team at the following email address: testing@sba.in.gov.
3. The ENCOMPASS team will test the sample file and provide results to the agencies

Once the ENCOMPASS team successfully tests (i.e., no errors) the sample file, agencies can access the Sandbox environment to conduct their own tests using the new formats

Training Update

ENCOMPASS Training Has Been Postponed

In response to the ENCOMPASS project revised timeline and the need for agencies to focus on system conversion activities, ENTAP training of the core modules will be postponed until January.

There will be training for at least five weeks leading up to the new go-live date. A revised training schedule as well as an enrollment/reenrollment forms will be available on the ENCOMPASS website by the last week of December. Everyone who went through the training already will not need to go through training again. Refresher workshops will be offered in January. ENTAP will also be adding a Business Alignment consulting session. If there are specific areas of training you believe would be beneficial or if you would like to see your agency do a Business Alignment consultation please contact Tina Travis at tina.tavis@entap.com.

Need Information? Have Questions?

The ENCOMPASS website no longer requires a login and password. Please visit it at anytime to get announcements and updated information. If a login screen does appear, enter your network ID and password.

ENCOMPASS Website Address: <http://myshare.in.gov/sba/encompass>

Please email us at:
encompass@sba.in.gov

If you have technical issues submit them to GMIS at
http://extranet.in.gov/gmis/issue_entry/base/issue_entry.asp